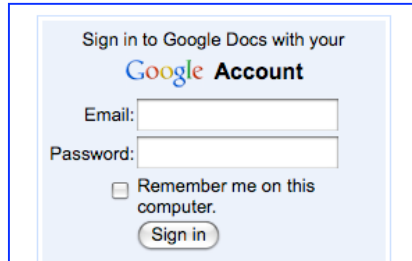


# Introduction to Google Documents

## How to use Google Documents to share files:

1. Go to [www.google.com/docs](http://www.google.com/docs)

2. Sign in

A screenshot of the Google Docs sign-in page. It features a light blue background with the text "Sign in to Google Docs with your Google Account". Below this, there are input fields for "Email:" and "Password:". A checkbox labeled "Remember me on this computer." is positioned below the password field. A "Sign in" button is located at the bottom right of the form.

3. You are now on the Google Documents homepage. You have many options for sharing files.

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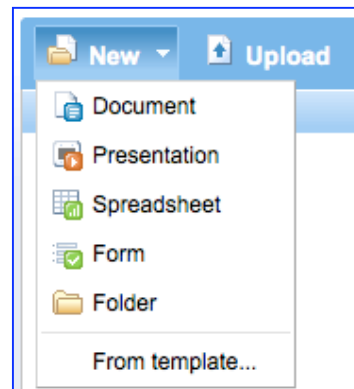
## How to create a new file:

1. Click on New:



2. Click on the type of file you would like to create:

- Document (Word)
- Presentation (PowerPoint)
- Spreadsheet (Excel)
- Form (Survey)
- From template... (Google Docs helps you create one of the file types above)



3. Begin working on the type of file you have created.

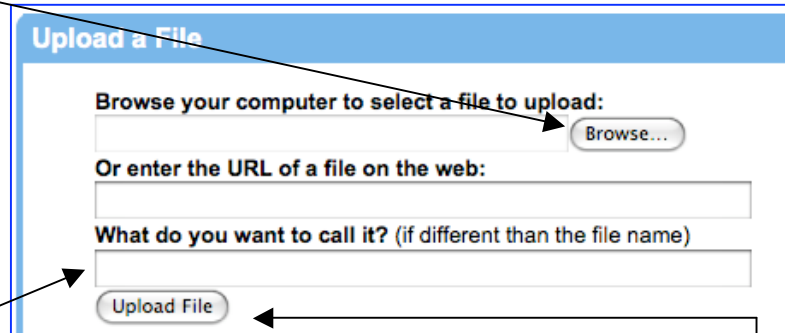
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## How to upload a file from your computer:

1. Click on Upload.



2. Click on Browse to find the file on your computer.



3. You can rename the file if you want. This is what others will see if you share your file.

4. Click Upload.

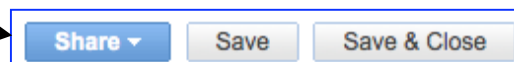
5. Click Docs Home on the top right to return to your home screen.



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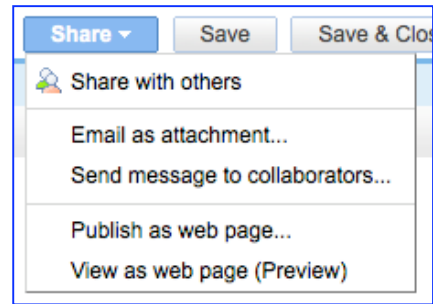
## How to share a file in Google Docs:

1. You can share your files in two different ways:
  - Allow others to collaborate – this means that people with whom you share can view as well as change or add to your document
  - Allow others to view – this means that people with whom you share can only view your document
2. From your home screen, click on the document you wish to share.
3. Click Share on the top right.



**4. Choose how you want to share your file.**

- **Share with others** (email is sent to the invitee with a link to your file)
- **Email as attachment** (will appear as a normal attachment when you send an email)
- **Send message to collaborators** (sends message to anyone you previously invited as a collaborator)



**5. Choose how you wish to share and follow the subsequent directions.**